

## LAWRENCE COUNTY CORONAVIRUS (COVID-19) POLICY

Lawrence County continues to place the highest priority on the health, safety and wellbeing of the Lawrence County community and its employees, while protecting the continuity of essential county functions. Toward that end, and effective immediately, Lawrence County's workplace policies are being enhanced. These policies will be revisited regularly and employees should continue to check with Human Resources and their department heads for updates.

- **Well Employees:** employees who are well are expected at work as usual, even if they have been in contact with or caring for someone **who is ill with an ordinary respiratory illness** (in which case, typical preventive measures are recommended for them as care givers). Well employees are expected at work unless they have been:
  - caring for someone with a confirmed case of COVID-19, in which case they are required to self-isolate;
  - in a CDC Level 3 area of concern;
  - instructed to refrain from attending work by Lawrence County public health officials.

**Note:** If any of these situations apply to you, please contact the Lawrence County Health department.

- **Sick Employees:** employees who have symptoms of respiratory illness must stay home and not come to work until they are free of fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). A fever is defined as a temperature of 100.4 degrees Fahrenheit or 38 degrees celsius taken by an oral thermometer. Those with concerns or questions about their illness or seeking advice about whether to come to work are invited to email human resources or emergency management.
- Employees may **use paid sick time/PTO for self-isolation or quarantine, even if they are not sick**, when it is required or recommended by public health authorities/guidelines or by health care providers.
- Employees may use sick time/PTO to care for immediate family and household members **who are not ill but need care** due to any COVID-19 related closures of schools or day care centers, or for other breakdowns in care arrangements. Employees may not bring affected children or elders to work with them, even if the children or elders are well. To recap:
  - **If not working** in order to **actively care** for dependents or household members – use sick time/PTO
  - **If working remotely** with relatively **self-sufficient** dependents or household members at home due to COVID-19 disruptions – no need to report the use of paid time off

- Employees with insufficient accrued sick leave/PTO may **use up to 14 unearned PTO days** for illness, to meet self-isolation or quarantine requirements, or for the active care of others because of disruptions relating to COVID-19. Lawrence County will review this threshold periodically as conditions change.
- Lawrence County asks all staff who can work remotely to **prepare** to do so now. This will help the county be prepared to “scale up” workplace social distancing should it become necessary. Lawrence County will inform the community immediately if the decision is made to move to large-scale remote work (in jobs where remote work is possible.)
- If large-scale remote work is implemented, those who will continue to work on-site– because their jobs require it and they are well, will likely be advised to maintain physical distance from others of at least 6 feet. If they have an underlying health condition or concern, they may request a change in job duties, location, hours, etc. by contacting human resources.
- Workers at Higher Risk: Employees who are at increased risk for complications from COVID-19 due to underlying health conditions are urged to consult their physician about steps they can take to protect their health. These may include requesting a temporary change in job location, hours, assignment or duties, or implementation of additional protective measures to reduce their exposure to others or chances of being infected.
- If an employee at risk for complications from COVID-19 and their physician agree that increased social distancing in the workplace is prudent, the employee should contact the HR office to formally request a temporary change. Human Resources will confidentially evaluate the request, explore alternatives, and attempt to appropriately address the employee’s health concerns while maintaining Lawrence County’s operations. A doctor’s note may be required.
- Except for employees who formally request a change in job circumstances due to underlying health conditions, employees will generally not be reassigned to new duties, locations, or roles or be provided with paid sick/release time solely to address concerns about the potential for COVID-19 infection.
- If the CDC or state or local public health officials recommend that people who visit specified locations remain at home for several days until it is clear they do not have pandemic **(COVID-19)** symptoms, Lawrence County may ask whether employees are returning from these locations, even if the travel was personal.
- Lawrence County respects the right to privacy of any employee who has a communicable disease or virus. All employee records or information regarding communicable diseases will be confidentially maintained in a secure area with the Human Resources department, apart from the employee’s personnel file. The employee’s medical condition will be disclosed only to the extent necessary to minimize the health risks to co-workers, individuals and others. Lawrence County will comply with all federal and state laws in regard to confidentiality and privacy requirements.

- If departments, offices or operations are closed by Lawrence County or public health authorities due to COVID-19, Lawrence County will provide affected non-remote employees with **alternate work assignments** or an **emergency-related paid excused absence(s)**. If this occurs, Lawrence County would make commitments to pay continuation for a defined period of time (e.g., 30 days), with review and possible extension as conditions change.